

CERTIFIED SENIOR BOOKKEEPER

Enrol for any program in the field of accounting at Qualitas, and you will unlock many doors and prospects towards a career in finance and accounting.

Each skills programme provides you with a set of workplace relevant skills, and stands alone as a solid education to add to your CV. ICB is internationally recognised and highly respected among employers in South Africa.

Earn credits as you qualify

Besides qualifying in any of the skills programmes listed below, you will build credits towards national qualifications.



Certified Technical Financial Accountant (National Diploma: NQF 5)	8. Business Law and Accounting Controls
	7. Income Tax Returns
Certified Senior Bookkeeper (NQF 4) SAQA ID: 58376 130 Credits	6. Cost and Management accounting
	5. Financial Statements
	4. Business Literacy (NQF 5)
Certified Junior Bookkeeper (NQF 3)	3. Computerised Bookkeeping
	2. Payroll & Monthly SARS Returns
	1. Bookkeeping to Trial Balance

Admission requirements

Applicants may enrol for any of the skills programmes above; however applicants who wish to apply for the Senior Bookkeeper Certification are required to have completed the Junior Bookkeeper Certification.

Certification

Upon successful completion of each of the Skills Programmes the learner will receive ICB module Certificates. Once all required Skills Programmes have been successfully completed, the ICB will apply to FASSET on the learner's behalf for the National Certificate in Bookkeeping (NQF Level 4) to be awarded.

SKILLS PROGRAMMES	MODULES / LEARNING AREAS
5. Financial Statements Start becoming an essential part of the accounting functions. Assist with year-end adjustments, analysis of financial statements for different types of companies/entities. Forecast cash flow, and dispose of depreciating assets.	<ul style="list-style-type: none"> Finalise and interpret accounts Draft financial statements Maintain financial records and prepare general ledger accounts Compile elementary accounting reports Interpret basic financial statements
6. Cost and Management Accounting Become a valuable member of the financial management team. Complete various management accounts. Conduct financial tasks essential to making good business decisions, such as cost-volume-profit analysis, breakeven analysis, advanced costing and budgeting.	<ul style="list-style-type: none"> Supply costing information for management control Record, analyse and prepare cost information Contribute to the planning and allocation of resources within an accounting framework Compile and control a budget for a range of office supply requirements Comply with organisational ethics